

LOCAL APPLICANT QUESTIONNAIRE
(NON-FAMILY MEMBER/NON-MILITARY)

AUTHORITY: Title 5, Code of Federal regulations, Section 5.2 and 5.3 Title 5, USC Section 1303, 1304 and 3301, Section 8(b), 8(c) and 9(c) of Executive order 10450, Title 42, USC, Section 1434 and 2585.

PURPOSE: Used by Civilian Personnel specialist to make determinations regarding eligibility for employment with the US Forces and employment referral priorities.

NOTE: COMPLETION OF THIS FORM IS NOT MANDATORY, FAILURE TO COMPLETE THIS FORM WILL NOT IN ITSELF BE GROUNDS FOR DENIAL OF EMPLOYMENT; HOWEVER, FAILURE TO PROVIDE INFORMATION REQUESTED ON THIS FORM RESULT IN THE CIVILIAN PERSONNEL OFFICE BEING UNABLE TO DETERMINE ELIGIBILITY FOR EMPLOYMENT.

ROUTINE USES: Records from this system of records may be disclosed for any of the blanket routine uses published by the Department of Defense. Furnishing the information is voluntary. If you do not give the requested information or give erroneous information, it may result in erroneous employment determinations and may be grounds for not employing you or dismissal after you begin work.

NAME: _____ SSN: _____
 (Last, First, MI)

PLACE OF BIRTH: _____ DATE OF BIRTH: _____
 (City & State or Country) (Day/Month/Year)

SECTION A: TO BE COMPLETED BY ALL APPLICANTS

1. STATUS & REASONS FOR BEING IN THE OVERSEAS AREA (Mark "x" and complete information where applicable).

- a. _____ RETIRING/RETIRED
 b. _____ OTHER: (Explain, e.g., tourist, student, employed by private company, at cetera. If employed by a private company or a dependent of a person employed by a private company, be sure to include the company name including address. Complete Section E.)

2. US CITIZEN BY ☐ BIRTH ☐ NATURALIZATION (Give original citizenship) _____

3. PASSPORT NUMBER AND DATE OF ISSUE _____

SECTION B: TO BE COMPLETED BY FORMER MILITARY MEMBERS

4. DATE OF SEPERATION: WAS _____ PLACE OF SEPERATION: WAS _____

5. REASON FOR SEPERATION: WAS _____ WILL BE _____

6. MILITARY TRANSPORATION ENTITLEMENT

☐ WAS USED ☐ WILL BE USED ☐ WILL NOT BE USED

SECTION E

7. LIST DATE OF ORIGINAL ARRIVAL IN KOREA AND ALL ENTRANCES TO AND EXITS FROM KOREA FOR THE LAST FIVE YEARS.

8. CURRENT RESIDENCE

_____ OWNED HOUSE, APT, ETC. (By applicant or family members, including in-laws)
 _____ RENTED HOUSE, APT, ETC., SINCE _____ CURRENT LEASE EXPIRES _____
 _____ OTHER (Give details in section F.)

--CONTINUED--
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9. DO YOU HAVE A PLACE OF RESIDENCE IN THE U.S. OR THIRD COUNTRY? ☐ NO ☐ YES (Give full street address including zip code)

a. IS THE U.S. OR THIRD COUNTRY RESIDENCE A HOUSE OR APARTMENT? _____HOUSE _____APARTMENT

b. WHO IS LIVING IN THE U.S. OR THIRD COUNTRY RESIDENCE AT PRESENT? _____

c. WHAT IS THE RELATION OF THAT PERSON OR PERSONS TO THE APPLICANT? _____

d. IF THE U.S. OR THIRD COUNTRY RESIDENCE IS A HOUSE WHO IS THE LEGAL OWNER OR WHOSE NAME IS ON THE TITLE? _____

e. IS THERE A PHONE IN THE U.S. OR THIRD COUNTRY RESIDENCE? NO _____ YES GIVE PHONE NUMBER _____

10. LOCAL RESIDENT: PERMIT TYPE AND EXPIRATION _____

VISA TYPE AND DATE OF EXPIRATION _____

11. DO YOU HAVE, OR HAVE YOU EVER HAD, A LOCAL WORK PERMIT? _____NO _____YES (Give detail in Section F)

12. HAVE YOU WORKED ON THE LOCAL ECONOMY? _____NO _____YES (Give detail in Section F)

13. IS YOUR HOUSEHOLD GOODS IN STORAGE? _____NO _____YES (If YES, Where?) _____

14. WHO IS PAYING FOR YOUR HOUSEHOLD GOODS IN STORAGE? _____

15. _____ I AM NOT MARRIED _____ I AM MARRIED AND MY SPOUSE _____ IS _____ IS NOT WORKING ON THE LOCAL ECONOMY WHAT IS YOUR SPOUSES NATIONALITY AND RESIDENCE? _____

16. DO YOU, OR YOUR SPOUSE, OWN REAL PROPERTY OR AN INTEREST IN A BUSINESS IN KOREA?
_____NO _____YES (If YES, explain in section F)

17. DO YOU HAVE A DRIVER'S LICENSE ISSUED BY KOREAN AUTHORITIES? _____NO _____YES

18. HAVE KOREAN AUTHORITIES EVER TAXED YOUR INCOME? _____NO _____YES

19. DO YOU HAVE A RETURN TICKET TO THE U.S.?

_____NO _____YES (Give date of flight) _____ IF OPEN, TICKET EXPIRES (Give date) _____

20. DO YOU HAVE A CURRENT U.S. OR THIRD COUNTRY VOTER REGISTRATION? _____NO _____YES

WHAT STATE /PROVINCE /ETC? _____ (GIVE REGISTRATION NUMBER)

21. DO YOU HOLD A CURRENT U.S. OR THIRD COUNTRY DRIVER'S LICENSE? _____NO _____YES

WHAT STATE /PROVINCE? _____ (GIVE REGISTRATION NUMBER)

SECTION F: REMARKS

APPLICANT'S NAME (Printed) _____

SIGNATURE _____ DATE _____

SUPPLEMENTAL APPLICATION FORM

NAME: _____ ANNOUNCEMENT NO: _____

POSITION: _____ LOWEST GRADE YOU WILL ACCEPT: _____

TYPES OF EMPLOYMENT YOU ARE AVAILABLE FOR

_____ Full Time (40 hrs/week)	_____ Day shift	_____ Limited Tenure
_____ Part Time (20-39 hrs/week)	_____ Evenings/Nights	_____ Flexible
_____ Rotating shift	_____ Seasonal	_____ Weekends

GEOGRAPHICAL AVAILABILITY

_____ Yongsan, Seoul	_____ Camp Hovey, Tongduchon	_____ K-16 Air Base, Songnam
_____ Hannam Village, Seoul	_____ Camp Humphreys, Pyongtaek	_____ Camp Market, Seoul
_____ Camp Long, Wonju	_____ Suwon Air Base, Suwon	_____ Camp Casey, Tongduchon
_____ Camp Red Cloud, Uijongbu	_____ Camp Henry/Walker, Daegu	_____ Camp Hialeah, Pusan
_____ Camp Carroll, Waegwan		

SPECIFIC DIVISION YOU ARE APPLYING (Child & Youth Services APPLICANT ONLY)

_____ Child Development Center (CDC)	_____ School Age Service Center (SAS)	_____ Middle School / Youth Center
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APPLICANT STATUS (Check all)

_____ Current NAF employee	_____ Former NAF employee	_____ Current civil service employee
_____ 30% or more disabled veteran		
_____ Non-status family member (no current or previous status with civil service)		
_____ Non-status non-family member		
_____ Military Spouse		
_____ On Leave without pay status not to exceed _____ (date)		

SPECIAL QUALIFICATIONS/SKILLS:

_____ I certify that I can type 40 words per minute with no more than 3 errors

_____ I am fluent in the Korean language and can translate oral & written English into Korean and vice versa

_____ I possess a POV/military driver's license

_____ I currently have a SECRET/TOP SECRET security clearance

_____ Other: _____

SIGNATURE

DATE

**CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)
NON-APPROPRIATED FUND APPLICATION INSTRUCTION**

**USE THE FOLLOWING CHART TO DETERMINE THE FORMS YOU ARE REQUIRED TO SUBMIT
BASED ON YOUR APPLICANT CATEGORY**

REQUIRED FORMS	MILITARY SPOUSE PREFERENCE (MSP)	FAMILY MEMBER (FM)	IN-SERVICE (CURRENTLY WORKING FOR FEDERAL SERVICE ON PERMANENT APPOINTMENT)	VETERAN'S READJUSTMENT ACT (VRA) ELIGIBLES	EXTERNAL (INCLUDES OSL APPOINTEES TEMPORARY EMPLOYEES, AND PERSONS NOT WORKING)
APPLICATION DAFORM 3433 & DAFORM 3433-1 (FOR CYS POSITIONS – DA FORM 3433-1 & DA FORM 3433-2)	YES	YES	YES	YES	YES
DA 3434 (NAF PERSONNEL ACTION)	YES (IF ON LWOP)	YES (IF ON LWOP)	YES	NO	YES (IF PRIOR FEDERAL SERVICE)
TRANSCRIPTS	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE
SPONSOR'S ORDERS	YES	YES	NO	NO	NO
OF DUTY MILITARY MEMBER	NO	NO	NO	NO	LETTER FROM COMMANDER AUTHORIZING WORK
DD FORM 214	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE
SF-15	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE
LOCAL QUESTIONNAIRE	YES	YES	YES	YES	YES
SUPPLEMENTAL SHEET	YES	YES	YES	YES	YES
PASSPORT/VISA COPY PLEASE	YES	YES	YES	YES	YES

**FOR NON-FAMILY MEMBERS-BE SURE TO LIST ALL ENTRIES AND EXITS FROM KOREA
ON THE LOCAL QUESTIONNAIRE**

**PLEASE DO NOT ADD COPIES OF AWARDS, DIPLOMAS, LETTERS OF
RECOMMENDATION, CERTIFICATES, ETC, TO YOUR APPLICATION. THIS
INFORMATION WILL NOT BE USED IN THE RATING AND RANKING PROCESS AND WILL
BE DESTROYED.**